



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 29776 - Collection Management Officer - GS-13

Salary Range: \$79,720 - \$123,234 (not applicable for detailees)

Vacancy Open Period: 07/17/2017 – 07/17/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCSC/NIM

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

*** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration***

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:



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- Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The mission of the National Counterintelligence & Security Center is to lead and support the counterintelligence and security activities of the US Government, the US Intelligence Community, and US private sector entities who are at risk of intelligence collection, penetration or attack by foreign and other adversaries.

Major Duties and Responsibilities (MDRs)

Office Mission

The National Counterintelligence and Security Center's (NCSC) National Intelligence Manager – Counterintelligence Directorate (NIM-CI) supports the Director of NCSC in his role as the National Counterintelligence Executive (NCIX) for the Federal Government. Our primary mission is to deepen the U.S. Government's understanding of foreign intelligence entities' plans, intentions, capabilities, tradecraft, and operations targeting U.S. national interests and sensitive information and assets. We lead the IC's mission to identify and counter foreign intelligence threats by incorporating CI into national-level decision making and leading integrated analysis, collection, and CI initiatives to address priority intelligence gaps and CI mission needs. Our Directorate is growing to address the expanding CI threat. We are looking for qualified personnel to:

- Lead the identification of foreign intelligence threats, priorities, and gaps
- Lead and guide IC analysis, collection, and CI initiatives to address priority intelligence gaps and counter foreign intelligence threats
- Lead the IC in assessing progress against CI priorities and gaps
- Lead the development of solutions to address CI capability needs
- Integrate CI into national decision making

Major Duties and Responsibilities (MDR)



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- Research, develop, update, coordinate, and submit CI intelligence collection requirements for NIM-CI, NCSC, and the national CI community primarily through National HUMINT Collection Directives (NHCDs), SIGINT Intelligence Needs (INs), Open Source Intelligence (OSINT) requirements, and NIM-CI Collection Emphasis Messages.
- Conduct the range of collection management functions in support of the Chief of NIM-CI's Collection Strategy Group, who is also the National Intelligence Collection Officer for CI (NICO-CI) and the National Intelligence Priorities Framework Intelligence Topic Expert (NIPF-ITE) for CI.
- • Initiate and coordinate collection posture assessments against NIPF CINT foreign intelligence entities and pursue action to mitigate collection gaps.
- Build and maintain collaborative relationships within NIM-CI and NCSC, as well as across the IC and with federal and private sector partners, to improve the CI community's collection posture against foreign intelligence threats.
- Represent NIM-CI and NCSC in meetings at agencies across the IC where CI collection issues may be discussed.
- Attend internal and external training, seminars, and conferences on related subject areas to enhance knowledge.
- Develop and continually expand personal knowledge in counterintelligence and achieve a government-wide reputation as a force for integration.
- Develop collection strategies to address the highest priority CI issues.

Mandatory and Educational Requirements

- Experience as an intelligence collection management officer in a national-level intelligence agency.
- Knowledge of the intelligence cycle and experience in the intelligence community.
- Excellent written and oral communication skills and ability to articulate complex issues to a diverse audience, including senior USG officials.
- Ability to handle multiple tasks simultaneously and prioritize actions based on customer, suspense, and importance.
- • Excellent interpersonal, organizational, and problem-solving skills; experience building and leveraging professional networks; and capable of working both independently and collaboratively.
- • Demonstrated experience in developing professional and interpersonal relationships with peers and colleagues in the Office of the Director of National Intelligence (ODNI), the IC, and U.S. Government and to earn their confidence and trust.



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- Bachelor's degree in a related field.

Desired Requirements

- Experience and demonstrated success developing and coordinating HUMINT and SIGINT collection management requirements and products.
- Previous Counterintelligence experience.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS//SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.



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- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov



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Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**